

**MINUTES OF A MEETING OF BROCKENHURST PARISH COUNCIL
PERSONNEL AND RESOURCES COMMITTEE HELD
ON TUESDAY 1st July 2025 AT BROCKENHURST VILLAGE HALL at 7pm.**

Present: Cllr R Wolstenholme (Chair), Cllrs J Korbey, M Harris, R Horne, R Bowles,
M Croker
Mr T Brindley (Locum Clerk), Mrs M Marler-Roe (RFO)

25/14 Election of Chair

Having been duly nominated and seconded, and there being no other nominations, Cllr Wolstenholme was elected as chair.

25/15 Apologies for Absence

Resolved: Apologies were accepted from Cllr P Hollins

25/16 Declaration of Interest

Resolved: None.

25/17 To approve the Minutes of Meeting held 4th March 2025

The minutes of the Personnel & Resources Committee meeting held on 4th March 2025 were adopted and the chair signed as a true record.

25/18 Financial Comparison & Bank Accounts

a) Members noted that a full comparison of 1st quarter ending 30/6/25 was underway and would be presented to full council at the July meeting.

b) Bank balances

as at 30/6/25:	Unity Current Account	£50,582.09
	Unity Deposit Account	£66,271.32

as at 31/5/25:	CCLA	£29,629.89
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as at 01/05/25:	Nationwide	£33,327.39
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awaiting up to date statement from Cambridge Building Society

c) Members **RESOLVED** to permit the RFO to make internal transfers between Unity Current & Unity Deposit accounts to maximise interest on funds held.

25/19 Grant Applications

a) It was noted that the budget for grants in 2025:26 is £6,000.

b) **Friends of Brockenhurst Station:** It was **RESOLVED to recommend to Council** to support this application and award the £428 requested.

c) **Brockenhurst Primary School £6,500 Crossing Patrol**

After due consideration, it was **RESOLVED to recommend to Council** that £4,000 be awarded and that the expectation is that any future awards would be less than this sum, and likely reducing in further years.

A Recorded vote was called for:

For: Cllrs Wolstenholme, Horne, Korbey, Harris, Bowley

Against: Cllr Croker

d) **PTA, Brockenhurst Primary School £2,500 Library**

After due consideration, it was **RESOLVED to recommend to Council** that £500 be awarded and that a covenant is included that the books purchased are of a secular nature.

A Recorded vote was called for:

For: Cllrs Wolstenholme, Korbey, Harris, Bowley

Against: Cllr Croker, Horne

- e) Total Awards £4,928 to be recommended to Full Council.

25/20 Review of Grants Application Process

It was agreed that this item be considered alongside item 25/21

25/21 Terms of Reference & Policies

- a. Personnel & resources Committee Terms of Reference
 - b. Financial Regulations
 - c. Disciplinary Procedure
 - d. Grievance Procedure
 - e. Complaints Procedure
 - f. Councillors' Training
 - g. Sickness Absence Policy
 - h. Health & Safety Policy
- a) It was **RESOLVED** to set up a sub committee to review the Grant Application Process, and the Terms of Reference & Policies.
- b) Cllrs Wolstenholme, Horne & Croker to serve on the sub committee.

25/22 Insurance Policy Renewal 1 August 2025

- a) **RESOLVED** to accept the renewal terms from Clear Insurance Brokers.
- b) To conduct a competitive tender before the next renewal date.

25/23 CIL/ S106 funding application.

- a) Members noted the closing date for placing a bid for the CIL Local Infrastructure Fund is 8/8/2025
- b) Members **RESOLVED** to apply again for £15,000 for Village Entry Signs
- c) Members **RESOLVED** to apply for funding for playground equipment and to delegate to the Clerk, P&R Chair and Council Chair to review playground equipment and make the application.

25/24 Disposal of Assets

1. Members **RESOLVED** to write off a Photocopier, Printer, and desktop PC
2. Members instructed the Clerk to ensure the items were disposed of in a secure, legal and environmentally acceptable manner and that the hard disk of the old PC be retained.

25/25 Clerk Recruitment Update

Members note that there had been 10 applications, and that interviews would be held over the following few days.

25/26 Short & Medium Term Staffing Arrangements

Members note that the grounds workers do not have a council supplied vehicle. The clerk was asked to investigate what additional work the Lengthsman could do.

25/27 Date of Next Meeting – Tuesday 4th November 2025

Meeting closed: 8pm

Signed: _____ Date: _____

AOB / Items for next Agenda

Review Christmas Lights – to be tested

BBA – want to put more little Christmas trees up, require brackets & conservation area, £7,000 budget, spending to be discussed at full Council

Screen in office – we have written to David Hamilton to reconnect, and will take forward

Tom- report to Council

Cllrs must have .gov email addresses

Microsoft – friends & family should be business cost

May link screen to IT

Sound equipment for meetings – to consider at future Agenda

- 1. Does the team have Av equipment**
- 2. PC to buy, budget for, for PC use only or lend to Village Hall
Store and bring, logistics, quotes, consider & discuss further**

DRAFT